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## MOA Format and Instructions, Negotiation and Reporting Schedule

### A. *FORMAT*

The following MOA format is provided to ensure a consistent presentation across regions. Regions should use their MOA to briefly articulate how they will implement national priorities, and how they will implement top regional priorities. All regions should use this standard format and submit their MOAs electronically to Robert Tolpa by September 4, 2001.

#### I. Introduction

Regions should provide a short overview (**1-2pps.**) which identifies regional themes, broadly lays out program directions, and describes their overall approach and philosophy to using a mix of traditional and innovative tools to address environmental and noncompliance problems.

#### II. National Priorities

Regions should provide a brief discussion (**1-2pps. for each national priority**) of how their activities will contribute to the achievement of national goals and objectives. Regions should report their activities for each national priority, identifying the following:

- a. Specific Priority
- b. Activities and tools, unique regional measures, goals and outcomes, and tradeoffs
- c. Rationale if the region proposes not to participate in the priority
- d. Headquarters support requests (for guidance and training needs only).

#### III. Regional Priorities

Regions should provide a brief discussion (**1 page for each regional priority**). Specifically, the region should address the following:

- a. Specific Priority
- b. Activities and tools, unique regional measures, goals and outcomes, and tradeoffs
- c. Headquarters support requests (for guidance and training needs only).

#### IV. Exceptions and Changes to the Core Program

In this section for FY 2002/2003, the region should identify by media or program area, any *major* exceptions, changes or tradeoffs to the core program, within or across program media, which it expects to make, and provide an explanation for those changes. OECA will assume that regions are maintaining the existing core program except where the regional MOA identifies changes or tradeoffs that are necessitated by implementation of national or regional priorities.

#### V. Inspection Projections

Regions are required to provide in their MOA, performance **projections** for the annual media-specific inspections, drinking water SNC, a multimedia chart, and a statistically valid non-compliance inspection chart. Attachment 4 contains the definitions and format for completing this information, complete with contact names for each chart.

#### VI. Resource Information

Regions should review the resource charts which Headquarters will provide individually to each region as part of the Final FY 2002/2003 Guidance. These charts will show the final FY 2000 regional Operating Plan numbers. Each Region will be asked to review and revise the charts to reflect their current staffing distribution, and fill in the FY 2001 Regional resource information and the FY 2002 proposed column. Each Region will receive a disk that will provide their specific information on goal 9 as part of this guidance. Attachment 5 provides more detailed resource information reporting instructions.

#### VII. Headquarters Support Requests

Any regional Headquarters' support requests should be included, where appropriate, in national and regional priority narrative as a separate element (see II.d and III c. above). These requests should only be requested for guidance and training needs, since extramural and FTE funding requests are handled through a separate solicitation process. Regions may, however, want to point out where, if they don't receive these funds through the separate process, they may not reach their anticipated goals for a specific national or regional priority.

#### ***B. Schedule for Developing and Negotiating FY 2002/2003 MOAs***

- Publish final MOA Guidance in June.
- Submit draft regional MOAs to Headquarters no later than September 4, 2001.
- Headquarters will review and negotiate MOAs within two months of receipt (November, 2001).
- Headquarters will consult with the regions in November/December, 2001 about whether changes or revisions should be made in priorities or guidance for FY 2003, the second year of the MOA.